



**Step 2: Independent Evaluation of Scope,
Character and Duration of Applicant's
Qualifying Geologic Work Experience**



Applicant for PG Examination Identification Information (to be completed by applicant):

Applicant _____

E-mail address _____

Address _____

Telephone No. _____

Professional Reference: This section is to be completed by the professional attesting to the scope, character and duration of qualifying geologic experience of the individual named above:

You have been identified as an individual familiar with the qualifying geologic work in a *responsible position* of the above-named applicant who is seeking examination by the Board. The Board is interested in determining if the above named applicant has appropriate *pro-rated qualifying experience* for admittance into the examination evaluation process. Please return this form by the date requested by the applicant, filled out completely.

I understand and affirm either (check appropriate box):

a) I have personal knowledge of the above-listed applicant's fully pro-rated qualifying experience in a *responsible position* of the above-listed applicant as declared herein: ☐

or

b) I decline to certify a scope, character and duration of the above-listed applicant's pro-rated qualifying experience reference regarding the above-listed applicant: ☐

a. I have known the applicant professionally from (mm/dd/yy) ____/____/____ to ____/____/____.

b. I can qualify the applicant for a total of ____ months of work experience.

c. My relationship with this applicant has been that of:

Responsible Charge ☐ Peer ☐ Regulator ☐

Employer, Administrative Supervisor (e.g. non-responsible charge) ☐

d. The applicant was compensated full time ☐ or part-time ☐ (check appropriate box).

e. Based on a 40-hour work week during the months listed in statement "b" above, the *pro-rated percentage of time* (either part- or full- time) that the applicant completed work related to geology was: ____%.

f. Of the percentage of time supplied for statement "e" above, what *further pro-rated percentage* of applicant's work as a geologist acting in a "responsible position" was: ____%.

This image shows a full page of blank, lined paper. It features approximately 20 evenly spaced horizontal black lines running across the width of the page, typical of notebook or composition paper. The lines are uniform in thickness and spacing, providing a guide for writing. There are no margins, text, or other markings present on the page.

Definition of Critical Concepts for the Professional Geologist (PG) Application Process:

Earth Science - An all-embracing term for sciences related the Earth (analogous, in educational parlance, to "life science"). It is occasionally used as a synonym for *geology* or *geological sciences*, but its usage is misleading because in its wider scope, earth science may be considered to include such subjects as meteorology, physical oceanography, soil chemistry, and agronomy. CF: *Geological Sciences* ("Glossary of Geology, 4th Edition", American Geological Institute, 1997, page 199).

Education requirements - Business and Professions Code §7841(b): Graduation with a major in *geological sciences* from college or university. The Board requires transcript(s) from each of the applicant's a college or university attended. The applicant must request a certified copy of the transcript be mailed to the Board. Transcript(s) submitted by the applicant will not be accepted. Each year of undergraduate study in the geological sciences shall count as one-half year of training up to a maximum of two years and each year of graduate study or research counts as a year of training. Teaching in the *geological sciences* at college level shall be credited year for year toward meeting the requirement in this category, provided that total teaching experience includes six semester units per semester or equivalent if on the quarter system, of upper division or graduate courses. Credit for undergraduate study, graduate study, and teaching, individually, or in any combination thereof, shall in no case exceed a total of three years towards meeting the requirement of at least five years of professional geological work as set forth above. A maximum of 36 months of credit will be applied to any application.

Geology - Business and Professions Code §7802: The science which treats of the earth in general; investigation of the earth's crust and the rocks and other materials that compose it; and the applied science of utilizing knowledge of the earth and its constituent rocks, minerals, liquids, gases and other materials for the benefit of mankind.

Geological Sciences - Any of the subsidiary specialties that are part of the science of *geology*; e.g., geophysics, geochemistry, paleontology, petrology, etc. CF: *Earth Science* ("Glossary of Geology, 4th Edition", American Geological Institute, 1997, page 265).

Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience form - The Board requires a detailed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form to be completed by the applicant's supervisor in *responsible charge* of the applicant's *qualifying experience* as part of the application for registration and administration of the examination process. This evaluation is documented in the "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form(s) to be supplied by the reference provider(s) directly to the Board.

Physical Geology - A broad division of geology that concerns itself with the processes and forces involved in the inorganic evolution of the Earth and its morphology, and its constituent minerals, rocks, magmas and core materials ("Glossary of Geology, 4th Edition", American Geological Institute, 1997, page 485).

Professional Geologic Work - California Code of Regulations (CCR), Title 16, Division 29 §3003(d): Work performed at a professional level rather than at a subprofessional or apprentice level and requires the application of scientific knowledge, principles and methods of geological problems through the exercise of individual initiative and judgment in investigating, measuring, interpreting and reporting on the physical phenomena of the earth. Implicit in this definition is the recognition of professional responsibility and integrity and the acknowledgement of minimal supervision.

Professional geologic work specifically does not include: routine activities such as drafting, sampling, sample preparation, routine laboratory work, etc., where the elements of initiative, scientific judgment and decision making are lacking, activities that do not use scientific methods to process and interpret geologic data, soils engineering, soils sampling, soils testing or other activities in or related to the agricultural application of soils sciences, and mining, mining engineering or other engineering

disciplines and/or other physical sciences wherein geological investigation, analysis and interpretation are minimal or lacking.

Qualifying Experience - Business and Professions Code §7841(c): An applicant for licensure as a Professional Geologist must have a documented record of a minimum of five years of professional geological experience of a character satisfactory to the Board, demonstrating that the applicant is qualified to assume *responsible charge* of this work upon licensure as a geologist. This experience shall be gained under the supervision of a geologist or geophysicist licensed in this or any other state, or under the supervision of others who, in the opinion of the Board, have the training and experience to have *responsible charge* of geological work. Professional geological work does not include routine sampling, laboratory work, or geological drafting. Credit will not be given for professional geological work performed under the supervision of a Professional Geologist (PG) until the applicant has completed the educational requirements. Credit will not be given for professional geological work experience performed during the same time period when full-time graduate study or research is being done for which educational experience credit is allowed. Part-time graduate study or research and part-time professional geological work experience will be prorated and combined on a 12 calendar month basis. Unlicensed practice of geology will not be recognized as qualifying experience. It is the applicant's responsibility to ensure that all transcripts are provided to the Board.

Responsible Charge - Business and Professions Code §7805: Independent control and direction by the use of initiative, skill and independent judgment of geological or geophysical work or the supervision of such work.

Responsible Position - CCR, Title 16, Division 29 §3003(c): A position whereby a person having individual control and direction of a geological project exercises individual initiative, skill and judgment in the investigation and interpretation of geological features, or the supervision of such projects. An individual can be considered to be in *responsible position* even though not professional and working as a subordinate employee to a Professional Geologist (PG).

Board for Geologists and Geophysicists Code of Professional Standards - CCR, Title 16, Division 29 §3065 specifies: To protect and safeguard the health, safety, welfare, and property of the public, and California's environmental quality, every person who is licensed by the Board for Geologists and Geophysicists (Board) as a professional geologist or professional geophysicist, including licensees employed in any manner by a governmental entity or in private practice, shall comply with the professional standards in this section. A violation of any of the following professional standards shall constitute unprofessional conduct and shall be sufficient grounds for disciplinary action.

(a) Compliance with Applicable Law:

A licensee shall provide all geologic and geophysical services in a manner consistent with applicable laws, codes, ordinances, rules and regulations. A licensee may obtain and rely upon the knowledge and advice of other professionals (e.g., architects, attorneys, professional engineers, other professional geologists and geophysicists, land surveyors, and other qualified persons) concerning the intent and meaning of such laws, codes, and regulations.

(b) Competence:

(1) Licensed geologists or licensed geophysicists (together with those whom the licensee may engage as consultants) shall perform or offer to perform only those professional services for which they are qualified by education, training, experience, and licensure as required by law, in the specific technical and scientific areas involved.

(2) When practicing geology or geophysics, a licensee shall act with competence and reasonable care, and shall apply the technical knowledge and skill which is ordinarily practiced by licensees in good standing, practicing in this state under similar circumstances and conditions.

(c) Representations:

(1) A licensee shall not misrepresent or permit the misrepresentation of his or her professional qualifications, affiliations; or purposes, or those of the institutions, organizations or other businesses with which they are associated.

(2) A licensee may advertise or solicit those professional services for which he or she is authorized by licensure, provided such services are within his or her field of competence.

(3) A licensee shall not misrepresent his or her qualifications to a prospective or existing client or employer.

(4) A licensee shall not misrepresent to a prospective or existing client, the licensee's scope of responsibility in connection with those professional services for which the licensee is receiving or will receive compensation, whether directly or indirectly. Specifically, a licensee who represents that a project was completed under his or her responsible charge (i.e., stamped and/or signed) must also have maintained responsible charge of the work.

(5) A licensee shall only express professional opinions which have a basis in fact, are within the scope of the licensee's own experience or knowledge, and are generally accepted geologic or geophysical principles.

(6) A licensee shall attribute proper credit to others for their professional work or professional contribution, and shall not misappropriate the professional work of others.

(7) A licensee shall not knowingly permit the publication or use of his or her data, reports, maps, plans, or other professional documents for any unlawful purpose.

(8) A licensee shall not falsely or maliciously attempt to injure, impugn or, in fact injure the professional reputation or business of others.

(9) A licensee shall not misrepresent data or its relative significance in any geologic or geophysical work product or oral conveyance of his or her professional opinion.

(10) A licensee shall not misrepresent or conceal the scope of his or her professional responsibility in connection with those professional services for which the licensee is claiming any responsibility or credit, or for which the licensee is receiving any compensation.

(11) When providing information to the Board pursuant to another's application for licensure to practice professional geology or geophysics, a licensee shall accurately represent his or her knowledge of the applicant's qualifications and qualifying experience.

(d) Conflict of Interest:

(1) A licensee shall not concurrently engage in any other business, occupation or have a financial interest in any entity that may impair his or her independent judgment, objectivity; or which may create a conflict of interest in rendering his or her professional services.

(2) A licensee shall not accept compensation for his or her professional services from more than one party on any project, endeavor, or proceeding unless the circumstances are fully disclosed and agreed to in writing by all concerned parties.

(3) If a licensee has any business association or financial interest which is substantial enough to influence his or her judgment in connection with the performance of professional services, the licensee shall fully disclose in writing to his or her client(s) or employer(s) the nature of the business association or financial interest. If the client(s) or employer(s) object(s) to such association or financial interest, the licensee shall either terminate such association or interest, or offer to give up the project or employment.

(4) A licensee shall not solicit or accept payments, rebates, refunds, commissions, or compensation, whether in the form of money or otherwise from other professionals, contractors, suppliers of material, systems or equipment in return for specifying their products or professional services to a client or employer of the licensee.

(e) Confidential Information:

As used in this section, "confidential information" means all information, specifically identified as confidential by the licensee's client, employer, representative, or other related entity. Confidential information obtained by a licensee in his or her professional capacity, shall not be disclosed by the licensee without prior permission, except under the following specific conditions:

(1) disclosures made in response to a subpoena or summons enforceable by an order of a court;

(2) disclosures made in response to an official inquiry from a governmental regulatory agency;

(3) disclosures made by a licensee to another licensee to the extent necessary for purposes of professional consultation;

(4) disclosures made when required by law, code, or regulation.

(5) disclosures made upon discovery of a hazard within the licensee's field of professional expertise, which, in the licensee's professional opinion, is a threat to the health, safety and welfare of the public.

(6) disclosures made when providing evidence to the Board concerning another licensee or unlicensed individual, who may have violated any part of the Geologist and Geophysicist Act or this Section;

(7) disclosures made regarding alleged illegal conduct; or

(8) disclosures made in an adjudicatory proceeding or pursuant to an order of the court.

(f) Document Submittal

(1) A licensee shall not misrepresent the completeness of any professional geologic or geophysical document submitted to any governmental or regulatory agency.

(2) A licensee shall not misrepresent the completeness of any professional geologic or geophysical document prepared for his or her client, employer, or other involved party.

Note: Authority cited: §§7818 and 7860(c)(3), Business and Professions Code. Reference: §7860(c)(3), Business and Professions Code.

**Reference Provider Background and
Professional Certifications
(Please complete as indicated below):**

I am a:

Professional: ☐ Geologist ☐ Geophysicist ☐ Engineering Geologist
 ☐ Hydrogeologist ☐ Exempt Engineer ☐ Other _____

License No. _____ State _____ Date of original licensure ____/____/____

All reference providers are required to notify the subject applicant of the date that the references were mailed directly to the Board office at:

**Attention: Professional Standards Unit, Application Review
Board for Geologists and Geophysicists
1625 N. Market Blvd. Suite N-324
Sacramento, CA 95834**

Date Certifications:

1. Date that you, as the reference provider, mailed the completed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form directly to the Board address listed above: ____/____/____

and

2. Date that you, as the reference provider, notified the applicant that you mailed the completed "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form directly to the Board address listed above: ____/____/____

Additional Certifications

(Please initial, sign and stamp where indicated to confirm that you have read, understood, agreed with, and consented to, the following declarations and conditions):

I certify that I have adhered to and agree to abide by the professional standards of Business and Professions Code §7872 and California Code of Regulations, Title 16, Division 29, §3065 (Board Code of Professional Standards). I declare under penalty of perjury under the laws of the State of California that any information provided is true and correct. _____ **(Initial here)**

This "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form becomes the property of the Board. Information in this "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form may be transferred to other governmental or law enforcement agencies. Pursuant to the California Public Records Act (Government Code §6250 et seq.) and the Information Practices Act (Civil Code §1798.61), the names and addresses of persons possessing a license may be disclosed by the Department of Consumer Affairs and the Board for Geologists and Geophysicists unless otherwise specifically exempt from disclosure under the law. *Consequently, the personal name and address information entered on the attached form(s) may become public information subject to disclosure.*

_____ **(Initial here)**

I declare under penalty of perjury under the laws of the State of California and attest that the licensed scope, character and duration of qualifying work professionally certified herein and contained on all sheets of this "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form and attached sheets are true and correct. I further understand that I am subject to disciplinary action if any portion of this "Independent Evaluation of Scope, Character and Duration of Applicant's Qualifying Geologic Work Experience" form is found to be inaccurate, false, misleading or ambiguous.

Name (typed or printed) _____

Signature _____

Date _____ Present Employer _____ Position _____

Address _____

Day Telephone No. _____

Current e-mail address: _____

Professional Geologist or Professional Geophysicist license number: _____

Professional Seal/Stamp impression(s):